

YOUTH SERVICES POLICY

Title: Policy and Correspondence Distribution Next Annual Review Date: 11/10/2010	Type: A. Administrative Sub Type: 1. General Number: A.1.1
	Page 1 of 3
References: ACA Standards 2-CO-1A-05, 2-CO-1A-07, 2-CO-1A-14, 2-CO-1A-16, 2-CO-1A-17, 2-CO-1A-18, (Administration of Correctional Agencies); 4-JCF-6A-08, 4-JCF-6A-15, 4-JCF-6D-02 (Performance-Based Standards); and 2-7009, 2-7011, 2-7012 (Juvenile Probation and Aftercare Services)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 11/10/2009

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish formal procedures for the creation, revision, and dissemination of Youth Services (YS) policies and correspondence.

III. APPLICABILITY:

All employees of Youth Services.

IV. DEFINITIONS:

Regional Managers - managers of the Regional Offices located throughout the state.

YS Central Office - offices of the Deputy Secretary, Undersecretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretaries, and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that rules and policy statements governing the activities of Youth Services, which are of a continuing nature, be distributed as YS policies. This will provide all employees with orderly, concise and easily understood instructions regarding their duties and responsibilities.

VI. PROCEDURES:

A. Policies:

1. Suggestions for new policies and changes to existing ones, along with new forms and revisions to existing forms and/or attachments, must be submitted to the Chief of Operations on Form A.1.1 (c), entitled "Policy Development, Revision and Annual Review." If major changes to an existing policy are suggested, a draft should be attached to the form. This form should also be used for the purpose of annual review.

If an amendment to a policy or attachment is needed that does not require revisions to the entire policy, upon approval by the Deputy Secretary, the amended page(s) or attachment shall be distributed according to 3. below.

2. As necessary, drafts of policies will be sent to the appropriate staff, including the appropriate Deputy Assistant Secretary, for review.
3. New, and revised policies and amendments will be distributed as follows:
 - a. Electronic transmission from Continuous Quality Improvement Services (CQIS) to all YS staff advising that a policy has been approved/revised and is available on the Policy Database. Unit Heads shall ensure that the policies are made available, by posting or distributing, to employees who do not have computers or email access.
 - b. Electronic transmission of policy from CQIS to the Program Director of LSU/HSC - Juvenile Justice Program.
 - c. Policies may be provided to other interested parties upon request via electronic transmission (email or fax) or mailing of hard copy.
4. It is each supervisor's responsibility to ensure policy implementation and provide necessary training for all employees and youth affected by each policy.
5. A reference for identifying specific policy subjects can be found on Attachment A.1.1(b), "YS Policy Index." The index will be updated and distributed quarterly by CQIS.

6. Policies shall be submitted for review to all YS employees annually through an electronic submission, unless one of the following conditions applies:

- a. applicability does not apply to a specific unit; or
- b. purview is beyond YS.

Annual review notices shall be distributed a minimum of one month in advance of the approved date of the policy. Comments/suggestions shall be submitted to the Unit Head for consideration and approval prior to submission to the Chief of Operations, CQIS, utilizing the Policy Development, Revision and Annual Review form [Attachment A.1.1 (c)].

7. All policies, including applicable forms and attachments, will be available and accessible through Lotus Notes.
8. All forms and applicable attachments will be implemented and revised through policy.

B. Instructional Memorandums:

1. Memorandums of an administrative nature that relate to single events, are short-term in nature, or otherwise do not qualify under Section V - Policy, and are issued from YS Central Office shall be addressed to the Deputy Secretary, Undersecretary or designee, Chief of Operations, Assistant Secretary, Deputy Assistant Secretaries, Section Heads, Facility Directors, and Regional Managers as appropriate.
2. Memorandums of general interest to all employees of YS shall be addressed to YS Central Office and field staff as indicated in Section VI.A.3.a.
3. It is the responsibility of the Deputy Secretary, Undersecretary or designee, Assistant Secretary, Deputy Assistant Secretaries, Section Heads, Facility Directors, and Regional Managers to disseminate, explain, and if necessary, provide training for all YS employees affected by instructional memorandums.

Previous Regulation/Policy Number: A.1.1

Previous Effective Date:

3/12/09 Attachments/References:

A.1.1 (a) Distribution List 11-10-09.doc



A.1.1 (b) Policy Index 2-15-10.docx



A.1.1 (c) Policy Review Form 11-10-09.doc

